



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service

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See OMB Statement

Food and Drug Administration
Washington, DC 20204

Y2K Assessment Survey
Center for Food Safety and Applied Nutrition

Name of Company: _____

Address of Company: _____

Name of Y2K Coordinator (or contact): _____

Title: _____

PhoneNumber: _____

E-Mail Address: _____

1. Does your company have a plan for addressing the Y2K problem?

☐ Yes

☐ No

a. Have you taken all necessary steps to assure that the information technology and automated systems (e.g., manufacturing, quality control, distribution systems) used in the facilities responsible for producing all of your FDA-regulated products are Y2K compliant?* (Please update us when any significant change in your status occurs.)

☐ Yes

☐ No (What date do you anticipate completing this task? _____)

2. Has your assessment of your processing systems indicated any non-compliant operations that would jeopardize the food product safety?

☐ Yes

☐ No

* Compliant means that the automated systems can accurately process date/time data (including, but not limited to, calculation, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations. This includes identifying all of the systems and correcting and validating any solutions to the problems related to Y2K or implementing workarounds to deal with the problems. In addition, you should have written documentation (e.g., assessments, test results, reports from independent reviewers) to demonstrate that all possible steps have been taken to make the systems compliant or have written documentation of your workarounds.

3. Do you have foreign suppliers of materials (e.g., raw materials, equipment) used in the manufacture and/or distribution of your products?
- ☐ Yes
☐ No
- a. **(If Yes)** Have you asked these foreign suppliers of their Y2K readiness?
- ☐ Yes
☐ No (When will this task be completed? _____)
4. Do you have contingency plans (i.e., a plan to deal with potential problems such as problems in obtaining raw materials or in manufacturing, packaging, labeling, or distributing the finished product)?
- ☐ Yes
☐ No (When do you expect to have one in place? _____)
(Skip to Question 4b.)
- a. Where appropriate, have the components of the contingency plans been tested?
- ☐ Yes
☐ No (When do you expect to complete testing? _____)
- b. Do the contingency plans address potential problems with your key business partners (suppliers, vendors, distributors, and others)?
- ☐ Yes
☐ No
- c. Do your contingency plans address potential problems with foreign suppliers (e.g., establish establishment of alternate suppliers of materials)?
- ☐ Yes
☐ No
5. Do you have plans to increase production of your products due' to an anticipated increase in consumer demand due to Y2K concerns?
- ☐ Yes
☐ No
- a. If you face an increase in demand due to Y2K concerns on the part of consumers or actual production or supply problems, is an increase in production feasible at this time (i.e., as of the fourth quarter of 1999)?
- ☐ Yes
☐ No

6. Do you have an Internet site that provides information on the Y2K readiness of your company?
- ☐ Yes (URL: _____)
- ☐ No

7. Do you have a telephone number or other means to handle inquiries from your customers on your Y2K status?
- ☐ Yes (Telephone Number: _____)
- ☐ No

President/CEO

Date

Thank you for your time in completing this survey.

Telephone interview conducted by:
FDA Y2K Survey
1101 Olivette Executive Pkwy., Suite 200
St. Louis, MO 63132

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Center For Food Safety and Applied Nutrition
Food and Drug Administration
Washington, DC 20204
(202) 205-4255

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